



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

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MEMORANDUM FOR WING COMMANDERS

SUBJECT: Mission Crew Certification Boards

1. All Civil Air Patrol operations involve some risk. We attempt to manage these risks by conducting missions with well-trained crews who fully understand CAP's operational policies and procedures.
2. We have had instances in the past where our people put themselves, their fellow members and CAP's equipment at undue risk because they did not fully understand what is expected of them. They have been trained and evaluated according to our regulations but failed to grasp the importance of judgment, prudent behavior and due care which we assumed they learned in the training process.
3. I believe it is important that everyone in a mission leadership role receive the benefit of his/her unit commander's guidance and direction before we send them forth to represent our organization. Therefore, all CAP units will institute certification boards to ensure that members who are primarily responsible for safe mission accomplishment are afforded an opportunity to receive appropriate command direction and guidance before being certified as fully mission qualified. This includes at a minimum all: CAP pilots, Mission Pilots, Instructor Pilots, Check Pilots, Ground Team Leaders, Air and Ground Operations Directors and Incident Commanders. Wing commanders may add to this list if desired.
4. The certification board should ideally be composed of the unit commander, safety officer, relevant training and evaluator personnel and others as desired by the wing or unit. Their specific tasks are to briefly review the member's training and evaluation, ensure the member knows CAP's -- including region and wing -- policies and procedures involving the member's new specialty, and more importantly perhaps, receive the unit commander's guidance on acceptable and unacceptable operations and actions.
5. In addition to the certification board, I will also require all check pilots and instructor pilots to review a short, web-based message. This personal message from me outlines the special trust and responsibilities our check pilots and instructor pilots hold as our front line safety and standardization advocates. Please direct all your check pilots and instructor pilots to the following website as soon as possible so that they can hear my message at http://www.capnhq.gov/nhq/do/dov/Check_Pilot/. I do not want this certification board process to become an administrative nightmare. However, I do want all unit commanders to develop a formal, working process so that members appearing before a board fully grasp what our leadership expects of them. If we do this right you may never need to explain to the region commander or I why an individual did what they did. I challenge you to develop this process in your wing quickly. Our goal is to make CAP's missions safer. Also, with this kind of emphasis our customers cannot help but consider us to be more professional. That is something we all need to strive for. Let's be safe out there!

RICHARD L. BOWLING
Brigadier General, CAP
Commander

cc:
RGN/CCs
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